



MDSS II 7.2 EDIT REFERENCE DATA PROCESS

Date: 13 November 2008

Quick Notes Objective: To provide the operational forces a step by step instruction on how to Edit, Insert, Delete records and conduct Data Trouble Report (DTR) Exports within the System Administrator.

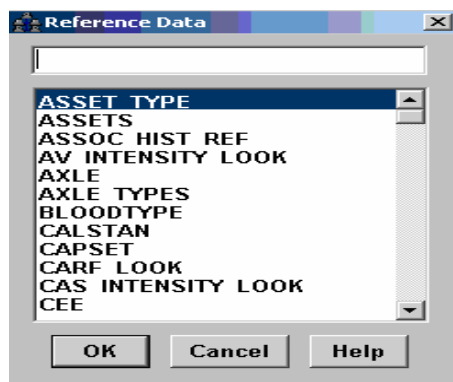
Reference data provides the user with the ability to view and maintain reference data originally provided by the MDL (MGTF Data Library). The Edit Reference Data Process provides the user with the ability to Edit, Insert, Delete Reference Data. DTR Exports is the users means of communication to submit changes to MDL for validation/approval.

NOTE: Before Editing Reference Data ensure an MDL Update has been completed (see Quick Note 1-08).

NOTE: Only when Editing or Deleting items in the Reference Data, changes will not be available for use until those changes are accepted and inserted into the MDL and the user completes an MDL update.

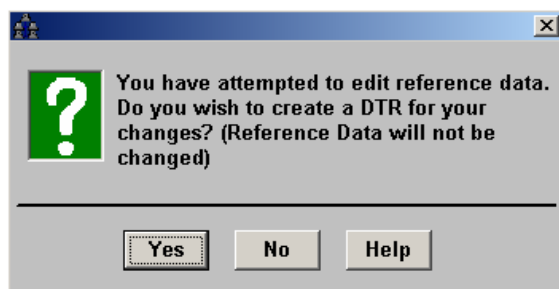
EDIT RECORDS IN THE REFERENCE DATA

1. Login to MDSS II System Administrator. Select <Reference>, <Reference Data>. The “Reference Data” window appears .
2. Select the table to edit and select <OK>.





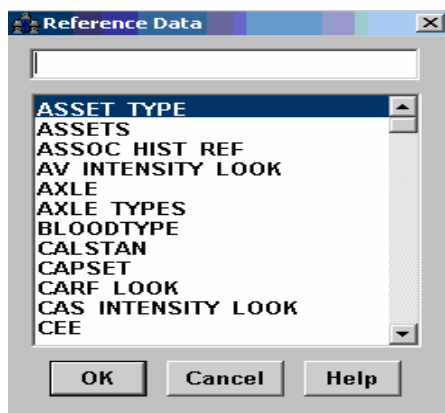
3. Select the record to edit, and make the appropriate changes.
4. Click off the record to save changes. You will be prompted with **the following message:**



5. Select **<YES>**, then **<Edit>**, **<Retrieve>**. Exit out of the table.

INSERT RECORDS INTO THE REFERENCE DATA

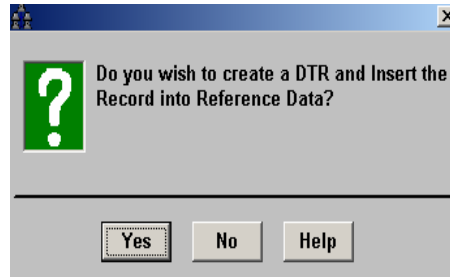
1. Login to MDSS II System Administrator. Select **<Reference>**, **<Reference Data>**. The “**Reference Data**” window appears.
2. Select the table to insert record(s) into and select **<OK>**.



3. Select **<Edit>**, **<Insert Record>**.
4. Fill in the information that is required to create the new record.



5. Click off the record to save changes. You will be prompted with the following message:



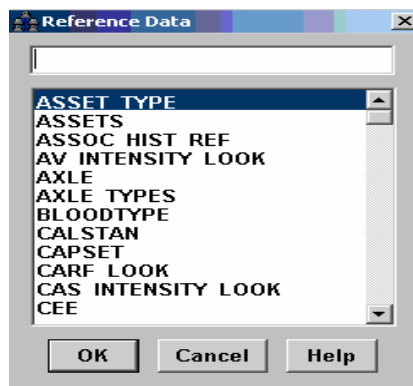
6. Select <YES>, then <Edit>, <Retrieve>. The inserted record will now appear in gray. Exit out of the table.

UIC	UTC	UNIT NAME	PMSE	GEOLOC CODE	AUTHORIZED PERSONNEL	SERVICE
M20016	CCMHQ	HQ MARFORRES	CE	NEWO		M
M20021	CBSAA	H&S BN MARFORPAC	CE	EUWK		100M
M00230	BNHAA	HQTRS MAG-11 3D MAW	ACE	QKJA		140M
M00860	7LSAA	MACS-4 MACG-18 1ST MAW (R/U)	ACE	HNRH		M
M00870	7LSAA	MACS-2 MACG-28 2D MAW (R/U)	ACE	DNNL		M
M00880	7LSAA	MACS-1 MACG-38 3D MAW (R/U)	ACE	ZRCE		M
M20001	CCMHQ	HQSWC CO MARFORLANT	CE	SBDJ		M
M14663		DET1 SUPP CO, 4TH MLG	MLG	FMJN		M
M00930	3LTAB	3D LAAD BN MACG-38 3D MAW (R/U)	ACE	ETZB		M

DELETE RECORDS FROM THE REFERENCE DATA

1. Login to MDSS II System Administrator. Select <Reference>, <Reference Data>. The “Reference Data” window appears.

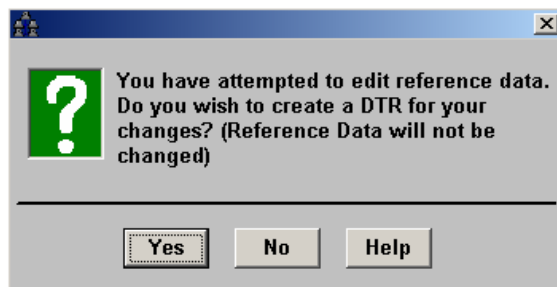
2. Select the table to delete record(s) from and select <OK>.





3. Click on the record that needs to be deleted. Select <Edit>, <Delete>.

4. You will be prompted with the following message:

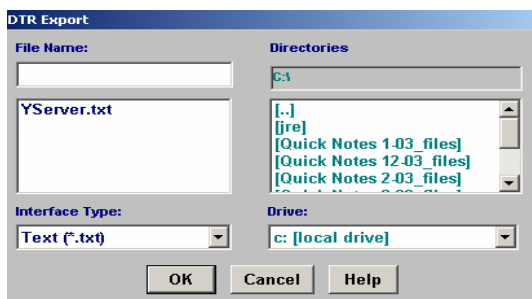


5. Select <YES>, then <Edit>, <Retrieve>. Exit out of the table.

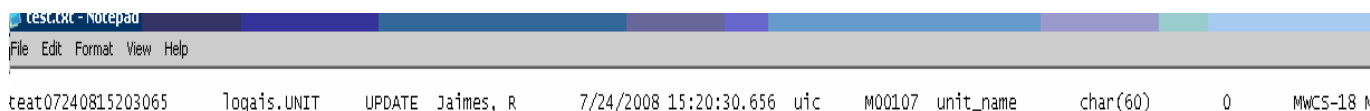
EXPORT THE DATA TROUBLE REPORT (DTR)

1. Login to System Administrator. Select <File>, <DTR Management>, <Reference>, <Export DTR>. The “DTR Export” window displays.

2. Create a file name in the “File Name” box. Select the Drive, and folder that you want the file to go to. Select <OK>. You are prompted with “DTR export is complete”.



3. The **DTR Export** will be saved to the location you selected. Below is an example of the **DTR Export**.



NOTE: The DTRs should be emailed to MDL@MCSC.USMC.MIL along with a brief description. Once the information has been verified and deemed accurate the MDL will then incorporate the change into the next release. The Reference Data will not reflect the change until this time.